



## Report-writing, Correspondence and Filing

This item is here by request. People wanted an item on report-writing.

As we have pointed out in the previous item, preparation is the key to the composition of any text. The difficulty of writing arises from lack of preparation. Somebody who is well-prepared and who has researched and organised material will find it hard not to write.

Please therefore read the text together with the previous one.

“Report-writing” leads naturally into the matters of correspondence in general and of filing, so the text touches on those.

Then, this item is used to mention several more “necessary capacities” and open them for discussion. These are **Computers; Layout; Venue; and Timetable.**

All these items are related, in the sense that they are matters of conscious design. Comrades need to be conscious of them, and be able to discuss them and make decisions about them, and not just take them for granted or regard them as difficult or impossible to improve or change.

- The above is to introduce an original reading-text: [Report Writing, Correspondence, Filing and other skills, Tweedie, 2013.](#)
- To download any of the CU courses in PDF files [please click here.](#)